

**City of Belmont
PARKS & RECREATION COMMISSION
MINUTES OF REGULAR MEETING OF MARCH 7, 2018
One Twin Pines Lane, City Council Chambers**

CALLED TO ORDER AT 7:00 PM

COMMISSIONERS PRESENT: Foehr, Mittelstadt, Block, Bortoli, Fine, Fox, Michaels and Raddavero

COMMISSIONERS ABSENT: Cotten

STAFF PRESENT: Interim Parks and Recreation Director Schwartz,
Recreation Coordinator Giacoletto, Recreation Specialist
Bates, Office Assistant Clark and Administrative Assistant
Saggau

PLEDGE OF ALLEGIANCE: Led by Chair Foehr

COMMISSIONER ANNOUNCEMENTS/AGENDA AMENDMENTS

Youth Commissioner Raddavero noted the YAC (Youth Advisory Committee) will hold an event with speakers to help middle school students' transition to high school.

Commissioner Bortoli noted the Veterans' Memorial Plaque that was at the old City Hall site has been placed by the new Veterans' Memorial in Twin Pines Park.

CONSENT CALENDAR

February 7, 2018 Minutes

ACTION: On a motion by Commissioner Mittelstadt, seconded by Commissioner Fox the minutes were approved. **Vote: 6 Commissioners and 2 Youth Commissioners in favor, Commissioner Cotten absent.**

It was noted a correction on the date was needed.

ITEMS OF BUSINESS

Staff Presentation – Youth and Teen Programs

Recreation Coordinator Giacoletto introduced newly hired Recreation Specialist Chris Fonseca-Bates. They described the various activities offered at the Teen Center including a new cooking program which introduces healthy food options to the teens. The YAC activities and members were reviewed. The VOICES (Volunteer Outreach Involvement Community Events and Services) members and their activities were noted. Recreation Coordinator Giacoletto also reviewed the summer camp program, community events and outdoor recreation activities. It was noted that a grant from San Mateo County helped fund the expansion of teen programs.

Recreation Coordinator Giacoletto and Recreation Specialist Bates responded to questions from the Commission.

Commissioners provided comments and suggestions for the Youth and Teen Program:

- Check into getting donations for 3-D Printers
- Consider participating in National Camp Out night
- Chrome Books could be useful at the Teen Center
- Advertise Teen Center on Instagram

Belmont Creek Flood Management Plan – San Mateo County Public Works Presentation

Program Manager Erika Powell and Project Engineer Maggie Wheeler with the San Mateo County Flood Resilience Program presented a report on the Belmont Creek Flood Management Plan. They explained that there have been flooding issues in areas between Old County Road and Industrial Road and are looking at ways to build flooding resilience using the Belmont Creek watershed area. Potential upstream detention/storage alternatives were shown which include areas in Twin Pines Park and Hidden Canyon Park. They noted they understand the Twin Pines Park Master Plan will be starting soon and want to work collaboratively with the City to find ways to alleviate creek erosion while developing flood reduction measures. At this time they are conducting public outreach to gain support for a flood management plan.

Commissioners provided their comments and suggestions:

- Provide images, ideas, past projects and volumes so the Commission has a clearer vision of the proposed projects
- Integrate Water Dog Lake into plan
- Consider how alternatives could integrate into the Twin Pines Park Master Plan
- Provide details on impact to park access, potential tree removals and enhancement opportunities
- Provide photos showing examples of above ground basins and underground basins
- Show positives of what can be accomplished
- Provide examples of how structures can be integrated into the landscape
- Great opportunity to enhance Twin Pines Park and make the creek more accessible

Commission Communication with Council

Interim Parks and Recreation Director Schwartz explained from the City Council priority setting session it was noted that the Mayor would be Liaison to the Commission.

O'Donnell Park Playground

Interim Parks and Recreation Director Schwartz reported the City Council approved the contract for the design work of O'Donnell Park.

Sports Complex Synthetic Grass Field Project

Interim Parks and Recreation Director Schwartz reported the City Council approved the contract for the construction documents for the North Field.

In response to Commissioner Fine's question it was noted that the International Brotherhood of Electrical Workers voted to approve donating two scoreboards for the Belmont Sports Complex.

Commission Calendar

Interim Parks and Recreation Director Schwartz noted the revisions and additions to the calendar following input from the Commission. Additional suggestions on topics and the timing for input on topics from the Commission were discussed.

Commissioner Michaels requested that summer programs be announced earlier and that there be more opportunities for recreation classes in the evenings to accommodate the needs of working parents.

Parks and Recreation Commission Priorities

Interim Parks and Recreation Director Schwartz reviewed the list of Commission priorities that had been reviewed at the City Council priority session and presented an updated list. He noted the request for proposals for the design of the Twin Pines Park Master Plan would be mailed out soon.

Fall Tree Planting

Interim Parks and Recreation Director Schwartz explained improving the City's tree canopy was one of the City Council priorities. The City will begin an annual fall tree planting program and staff compiled five location options referenced in the staff report for the Commission to review and consider. He noted the Rotary Club wants to have a tree planting event and plant 10 trees at Alexander Park this spring.

Following discussion it was decided to have a Committee visit the four park sites and bring back a recommendation to the Commission on which location to have the tree planting event this fall. Commissioners Fox, Michaels, Mittelstadt and Youth Commissioner Raddavero were appointed to serve on this Committee. It was noted prior to starting a Tree Planting Program in the Sterling Downs Neighborhood there should be a meeting with the neighborhood association.

Evaluating the Need for a Public Arts Commission

Commissioner Fox reported the Committee met with Interim Parks and Recreation Director Schwartz and learned the City Council is recommending the Parks and Recreation Commission assume the powers and duties of the Arts Commission.

Interim Parks & Recreation Director Schwartz explained there is not a dedicated funding source for the arts at this time and other Parks & Recreation Commissions on the Peninsula are tasked with the Arts Commission role. The powers and duties the Commission would assume were outlined in the staff report.

It was decided to keep the Committee intact to do further research and report back to the Commission.

ACTION: On a motion by Commissioner Mittelstadt, seconded by Commissioner Bortoli, the Commission recommends to the City Council that the Parks and Recreation Commission assume the powers and duties of an Arts Commission until a dedicated funding sources for the arts is established. Vote: 6 Commissioners and 2 Youth Commissioners in favor, Commissioner Cotten absent.

Bike Track

Interim Parks and Recreation Director Schwartz reported this topic was discussed at the City Council Priority Setting Session. The item was not added to the City Council priority list but Council expressed support for the Commission to evaluate a bike pump track and determine the purpose, goals, potential locations and funding sources.

An Ad-Hoc Committee was formed to research bike pump tracks. The Committee members consist of Youth Commissioner Raddavero, Commissioners Block, Foehr, and Cotten. Commissioner Fox designated an alternate if absent Commissioner Cotten declines the appointment.

OTHER BUSINESS / UPDATES

Department Reports

Interim Parks and Recreation Director Schwartz reported on the following:

- Email received from resident concerning off leash hours at Barrett
- Landscape improvements at Patricia Wharton Park
- Netting Project at the Belmont Sports Complex
- Tree City USA – 11th Year

Questions and Comments

In response to Commissioner Michael's question, Interim Parks & Recreation Director Schwartz explained a community run scheduled for October is a City Council/Chamber of Commerce project.

Commissioners expressed appreciation and bid farewell to outgoing Youth Commissioner Fine.

Commissioners expressed appreciation and bid farewell to Administrative Assistant Saggau retiring after 36 years with the City.

Commissioners welcomed and congratulated Office Assistant Clark to her promotion to Administrative Assistant.

Commissioner Michaels requested there be a grand opening event at Barrett Community Center field when the summer fun hours for dogs begins.

2018 PRIORITIES

Council Top Priorities

- Athletic Field Improvements
- Barrett Community Center Master Plan

Council Other Priorities that include Parks and Recreation

- Twin Pines Park Master Plan
- Citywide Program to Encourage Volunteerism
- Evaluate the Need for a Public Art Commission – *In Progress*

Commission Priorities

- Parks, Recreation, and Open Space Master Plan
- Department Resources and Budget
- Review of Maintenance and Management of Open Space Areas
- Bicycle Pump Tracks

Completed Priority Items

- Dogs in Parks Policy
- Veterans Memorial
- Tree Ordinance Update

FUTURE AGENDA ITEMS

- Review Priority List that is included on the minutes
- Review of Open Space and Maps
- Review of Signage at Open Space sites
- Volunteer Coordinator Position
- Solar Projects and Energy Efficiency
- City Website Update
- Recreation Programs and Scheduling
- Sports Complex Turf Project
- Twin Pines Park Interview and Planning Committees

ADJOURNMENT

The meeting was adjourned at 10:05 p.m.

Randy Schwartz
Interim Parks and Recreation Director